



MEMORANDUM

TO: Public School Superintendents and Principals, Accredited Non-Public School Administrators, Charter School Administrators and Freeway School Administrators

FROM: Karla Carr, Manager, Data Collection and Reporting

DATE: August 2, 2007

RE: Data Collections: 1) Ending 2006-07 School Year; 2) Beginning 2007-08 School Year

Please share the information provided below with the Student Test Number (STN) Application Center site administrators, student data management administrators, business officials, and data transfer administrators in your corporation. All related information, including specific due dates and data layouts, related is available online at www.doe.state.in.us/stn under the “Data Collection and Reporting” section.

Collection Periods

Verifying the accuracy of all data reported is essential to ensuring that this information accurately represents your school corporation and school buildings. The process for submitting this data will include specific collection periods:

- **Trial Collection Period** – The time for schools to submit data and check the validity of the data and the transfer of the file. Trial collection periods will not occur with every collection.
- **Collection Period** – The time period when the actual data are due. Reports that are available in the Message Center for each collection should be printed and reviewed by the person responsible for certifying the accuracy of the data.
- **Signoff Period** – The time period when all data have been transferred and accepted as accurate and final by the reporting corporation or school. Whenever the data submitted from one collection contradicts data that was inaccurately submitted from another collection that is a closed collection (e.g., pupil enrollment and attendance), the data cannot be corrected on the closed collection. We ask that you sign off on the data as an indication that all appropriate validation and verification of the data has been completed by your corporation. Signoff may be electronic and require a selection in the Application Center or a paper copy sent with the appropriate signature and returned to the Department of Education.

When a collection closes, the data is considered final by the state and corrections or additions are not allowed. If you have questions, please contact the Department’s Division of Educational Information Systems at 317-232-0808 or 800-527-4931.

Data Collections Ending the 2006-2007 School Year

Attendance (DOE-AT) Collection Began May 1, 2007

Attendance data were to be submitted via the Application Center as a file transfer for each student in each building in attendance during the 2006-2007 school year except for Pre-Kindergarten and Post-High School. The collection period opened earlier this year to provide the opportunity to resolve conflicts with other districts before the end of the school year. The collection period will remain open until existing conflicts are resolved. Conflicts occur when two or more schools report overlapping attendance dates for the same student. The sign off period begins September 10, 2007. This attendance information is utilized for several purposes, including calculation of Adequate Yearly Progress (AYP).

Title I (DOE-TI) – Collection Began July 2, 2007

The purpose of this data collection is gather student information on the Title I services a student received throughout the 2006-2007 school year. A signature page will be required for this collection to be signed by the Title I Coordinator and the person(s) responsible for submitting data to the state.

Student Dropout and Mobility Report (DOE-DM) – Collection Begins October 1, 2007

Dropout data and mobility data are to be submitted via the Application Center as a file transfer or by the data “input” screen for each dropout and mobile student. The DOE-DM Report contains student dropout and mobility information for students enrolled in the 2006-2007 school year. Each student is counted one time only. Dropout and mobility information should be reported for students that leave prior to the end of the school year or for students that do not return by October 1, 2007. Specific codes and explanations on dropouts and mobility are included in the data layout.

GED Recipient Report

The GED Recipient screen will allow the lookup of students under the age of 21 that passed the GED. This feature will assist you in tracking your dropouts. The most current information is available from October 2006 – October 2007. This feature is available in the Application Center.

Expulsions and Suspensions (DOE-EXSU) – Collection Begins September 10, 2007

The purpose of this data collection is to gather data on those students that were suspended or expelled as a form of disciplinary action during the 2006-2007 school year. The DOE-EX and the DOE-SU have been combined into one collection. Multiple changes have been made for the collection of the data including mobility dates of students. Modified days of expulsion for firearms will require verification along with a description of the firearm. The reporting of the description and verifying the modified days is a separate function in the Application Center.

Graduates (DOE-GR) – Collection Begins October 1, 2007

The purpose of this data collection is gather student information on the graduates of the 2006-2007 school year. This data will be used in determining the cohort used for the new graduation rate.

Homebound/Hospitalized (DOE-HB) – Collection continues through December 1, 2007

The purpose of this data collection is gather information on students that receive instruction at home or at a hospital due to injury or illness at any time during the collection period. This collection continues for the 2006-2007 school year through December 1, 2007.

Data Collections for Beginning the 2007-2008 School Year

School Calendar and Student Release for Professional Development (DOE-CL) – May 2 - August 17, 2007

The School Calendar (DOE-CL) and the Student Release for Professional Development (DOE-SRPD) have now been combined to assist schools in calculating the time available for SRPD based upon the amount of days and time as reported on the School Calendar for the 2007-2008 school year.

Direct Certification (DOE_DC) – Collection Began July 2, 2007

The purpose of this data collection is to expedite the application for the eligibility of the USA Free Lunch benefit program. This will be a mandatory collection for the 2008-2009 school year.

Master File (DOE-MF) / Indiana School Directory – Collection Begins August 1, 2007

The purpose of this data collection is to gather profiles of the corporations and schools used for mailings, school directories, phone contacts, data submission, and email. Profile information includes the Superintendent name, principal name, email, addresses, and phone numbers of each school. Principal Alert and Messaging System (PAMS) and Superintendent Alert and Messaging System (SAMS) email contacts are generated from the information provided. This information will be collected on-line at www.doe.state.in.us/htmls/doemf.html and will be available for updates throughout the school year. The profile information on public schools and nonpublic schools in your district that open and close during the school year should be faxed on letterhead to 317-233-6326.

School Board Members Report (DOE-SB) – Collection Begins August 1, 2007

The purpose of this data collection is to gather the demographic information on the makeup of the school board and the school board members for your corporation. This information will be collected on-line at www.doe.state.in.us/htmls/doesb.html.

Additional Student Information (DOE-ADDL) - Collection Begins August 1, 2007

The purpose of this data collection is to gather student-specific information to complete the information on student groups such as gifted and talented, homeless and students with shortened day during the school year and not due until the end of the school year.

ISTEP + Barcode Labels (DOE-ISTEPBAR) – Collection Began July 27, 2007 through August 27, 2007 at 8 a.m. (EST). The second collection period will begin on August 28, 2007 at 8 a.m. (EST) through September 6, 2007 at 8 a.m. (EST).

The purpose of this data collection is to gather student information used to pre-print bar code labels to affix to the ISTEP+ exam during the 2007-2008 testing cycle. The bar code labels will help reduce the time requirements of the exam and will also ensure more accurate student information by helping to eliminate common bubbling errors related to the Student Information Questionnaire (SIQ).

ISTEP+ Barcode Corrections (DOE-ISTEPBAR-C) – Collection Begins September 6, 2007 at 9 a.m. (EST) through September 25, 2007 8 a.m.

Schools that submitted ISTEP+ Barcode data prior to August 27, 2007 8:00 a.m.(EST), can submit corrections to the data for the ISTEP+ test label instead of bubbling. Bubbling the ISTEP+ Test SIQ information will override any data submitted on the ISTEP+ Barcode Corrections.

Full-Day Kindergarten Funding Report (DOE-FD) – Collection begins September 14, 2007

This data collection gathers funding information on students in Full-Day Kindergarten. This collection is for public schools and charter schools that offer full-day kindergarten. Changes made for this collection include the breakout of each funding source.

Prime Time (DOE-PT) – Collection Begins September 14, 2007

This data collection gathers the Prime Time Data for kindergarten through 3rd grade. The Division of Financial Management, Analysis, and Reporting has provided written instructions concerning the reporting of students, teachers, and aides for the collection of Prime Time Data. A copy of the written instructions can be found on the STN home page under Letters and Memorandums.

Membership (DOE-ME) – Collections Begin September 14, 2007, and December 3, 2007, and May 1, 2008

This data collection gathers the Average Daily Membership (ADM) counts taken on September 14, 2007 and December 3, 2007, and May 1, 2008. The September collection of ADM will be used in the calculation of State Support 2008. The Division of Financial Management, Analysis, and Reporting has provided written instructions concerning ADM. A copy of these instructions can be found on the STN home page under Letters and Memorandums.

Language Minority (DOE-LM) – Collection Begins September 14, 2007

This data collection gathers the student information on language minority and immigrant students for the 2007-2008 school year. This collection in previous years was collected in February. The data layout is unchanged.

Pupil Enrollment Report (DOE-PE) – Collection Begins October 1, 2007

The DOE-PE will become again a separate collection. Pupil enrollment data are to be submitted via the Application Center and the data are to be reported as of October 1, 2007. Pupil enrollment is a head count. Count each student that is expected to be attending and receiving instructional services from your school on October 1 of each school year. Additional information on pupils enrolled on October 1 is required such as socio-economic status (free and reduced meal eligibility) and language minority status. Review the posted data layout on the STN home page.

Special Education Participant Count (DOE-SE) – Collections Begins October 1, 2007, December 1, 2007, and April 2, 2008

Student information pertaining to exceptional learners is collected separately on the DOE-SE Special Education. Count each student that is receiving instructional services from your school on October 1, December 1 and April 2.

Certified Employee/Certified Position Report (DOE-CE/CP) – Collection Begins October 1, 2007

The 2007-2008 Certified Employee/Certified Positions Report will be submitted by file transfer to the Application Center. The data for 2006-2007 data will be updated where necessary and will be available in the Application Center to download under Administration>Retrieve Student Data.

The DOE-CE Report contains basic staffing information and will need to be completed at the corporation level (charter, freeway, and nonpublic schools will also complete this report). This Report contains a record for each certified employee in the school corporation. Update any information that is incorrect and complete the contract days, salary, supplemental salary, and all other information as of October 1, 2007.

The DOE-CP Report contains information about subjects taught, number of students, and other information. DOE-CP could be completed at the school building level. It must also include central office staff. Calculations for the Annual Performance Report make it imperative that we know the number of periods taught for each grade level by each teacher. Reports without this information will be in error and will be returned to you for corrections. Make every effort to provide this data when submitting the DOE-CP.

The Subject and Level codebook has been revised for the 2007-2008 school year. The codebooks, as well as codes for completion, are available on the Internet under the Certified Employee Report screen. Please use the most current codebook for 2007-2008 when posted.

Noncertified Personnel Report (DOE-NE) – Collection Begins October 1, 2007

The DOE-NE Report contains noncertified employee information as of October 1, 2007. This report is available at: <http://www.doe.state.in.us> by clicking on the 'K-12 School Data' link and then click on '2007-2008 Non Certified Personnel Data Entry' and follow the directions from there.

Voc 30A – September 14, 2007 – October 17, 2007

Form 30A is the collection document for Vocational Education Student Counts for the 2007-2008 school year.

Textbook Reimbursement (DOE-TB) – Collection Begins September 14, 2007

The purpose of this data collection is to gather information required for Textbook Reimbursement by student. The 2007-2008 is prepared by aging the data and then can be downloaded from the Application Center. Upon completion the file can be transferred to the Application Center for determining accuracy.

Student Residence Report (DOE-SR) – Collection Begins September 14, 2007, Charter Schools Only

The purpose of this data collection is to gather student residence information on students enrolled in a Charter School for the current school year. Based on legislation and the rules of the State Board of Education, the first count of students will occur on September 14, 2007.

Homebound/Hospitalized (DOE-HB) – Collection Begins December 2, 2007 through December 1, 2008

The purpose of this data collection is gather information on students that receive instruction at home or at a hospital due to injury or illness at any time during the collection period.